

REQUIREMENTS FOR CONTRACTING AND USE OF GRANT FUNDS

COMMUNITY-BASED TRANSPORTATION PLANNING: AND ENVIRONMENTAL JUSTICE, CONTEXT-SENSITIVE GRANT PROGRAMS

The following REQUIREMENTS must be met to develop a proper contract:

Description

City, county, regional agencies must complete and submit the following documents. Native American Tribal Governments receiving a CBTP planning grant (as a sub-recipient) or EJ planning grant (as a direct applicant) must complete and submit the following documents:

1. A clear and concise **Scope of Work**.

This document will lay out and briefly describe (in chronological order) each, major step or task in the project proposal, what the step or task is intended to accomplish, and what the product or deliverable is— leading all the way to the final report or final plan. Each major step or task must be clear and discrete.

Retaining public participation in all applicable work, some examples of major steps or tasks in chronological order include:

1. Prepare a Request for Proposal to obtain necessary planning consultants and sub-contractors. Deliverable: Signed contract with consultant.
2. Convene a kick-off meeting with community and all stakeholders to explain the project and lay out its goals, roles and project schedule. Deliverable: Documented attendance and minutes of community meeting.
3. Develop a Technical Advisory Committee- including Caltrans District staff, to help guide the project from start to finish. Deliverable: Documented list of members and minutes of meetings.
4. Conduct an inventory on status of community's pedestrian and bicycle paths, transit routes, and transportation needs. Deliverable: Compiled report and photos of paths, transit services and transportation barriers.
5. Convene focus groups and hearings with the community to gain more insight and details on pedestrian access, safety and transit issues. Deliverable: Minutes of focus groups and hearings with issues highlighted for further review.
6. Prepare draft reports and summaries of findings. Deliverable: Draft reports and summaries for stakeholder review.

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7. Incorporate an appropriate review and comment period for draft and final products by stakeholders and Caltrans District staff to ensure stakeholder acceptance.

Deliverable: Notes of comments, questions and suggestions to the draft reports by stakeholders and District staff.

For all tasks:

Avoid vague descriptions that lump tasks together, such as “planning activities with the community.”

A sample Scope of Work is attached.

2. A clear and workable **Project Timeline and Project Budget**.

This document will show the complete schedule of all the major steps or tasks in chronological order and the costs for each step within the time period of the project. This Project Timeline must correspond with the steps or tasks in the Scope of Work. The Project Budget must show use of the grant funds, other funding and local match over the life of the project.

Starting date must not be July 1 of the new fiscal year. Allow at least 60 days from the date of document submission for review. The start date must also be after the FY 2006/07 State Budget has passed.

End date is limited to February 28, 2009. FY 2006/07 funds lapse on June 30, 2009 and the end date for the project must be 2/28/09 in order for final invoices to be submitted by May 1, 2009.

The Project Budget must show the grant local match (20% of the grant for CBTP and 10% of the grant for EJ), and any local funding to be used for the project. All funds must show the “draw- down” or expenditure, projected throughout the planning project. Each step or task must have a cost, with separate columns showing the different sources to pay for that cost. The sum of all the separate costs must equal the project budget. The project budget is integrated into the Project Timeline spreadsheet.

A sample of an acceptable Project Timeline and Budget spreadsheet is attached.

3. Documentation or proof local match funds or see # 4 below “local agency resolution”. There must be documentation to certify the availability and use of local match funds for this project and the same dollars must be shown in the Project Budget. This can be a separate letter from the agency’s financial officer or made part of the Local Resolution in Item 4 below.

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4. A **local agency resolution** with specific language that clearly names the planning project, grant award requested, and local match (if the local match is shown in the resolution), and
 - (1) Authorizes an office or department of the city, county, regional agency or tribal government to apply for the planning grant from Caltrans;
 - (2) Accept a planning grant from Caltrans; and
 - (3) Enter into a written agreement with Caltrans for purposes of implementing the grant project.

A sample Local Resolution is attached.

Caltrans District staff will assist the Agency to complete these conditions.

If the above requirements are not met by **December 31, 2006**, the CBTP and EJ programs will consider the project as un-responsive, rescind the grant award, and re-program the funds to another agency. After contract execution, if an agency does not demonstrate progress and performance, the CBTP and EJ Programs may take similar action and award the funding to another project.

The annually appropriated State funding for these grants has a time limit. The Department of Transportation has only three (3) years from the start of the fiscal year to use of these funds: one-year to encumber them with a signed contract and two-years to spend after a contract is signed, with a final end date of February 28, 2009, to ensure final invoices are received by May 1, 2009. There will be no time extensions granted. The funding for these grants will expire June 30, 2009.